THE POMODORO TECHNIQUE

CHEAT SHEET

WHAT IS IT?

The pomodoro technique is a time management framework that will improve your focus and productivity on any task.

It encourages you to think of time as your ally as you set out to accomplish your goals and it gives you an opportunity to continually improve how do things.

The pomodoro technique is popular with freelancers wanting to track time and calculate revenue, students wishing to study more effectively and anyone looking to improve themselves at work or in their personal projects. The pomodoro technique is simple, yet very effective.

THE BENEFITS

The pomodoro technique is a simple methodology that will improve your life through:

- Increased productivity.
- Enhanced focus and concentration.
- Improved quality and quantity of work.
- Better time management.
- Strengthened and more consistent motivation.
- A sense of accomplishment at the end of your days.
- Refined ability to accurately estimate work.

TOOLS

To get started you only need a few simple things. Another reason the technique is such an effective productivity method.

- A timer.
- A pen or pencil.
- A piece of paper or our pomodoro planning sheet.

You can download our planning sheet at www.focusboosterapp.com/pomodoro-planning.

THE STEPS

1. Plan it out

Grab your planning sheet and list the most important for the day, the one thing that you will feel amazing for working on. Then list the rest of your tasks and estimate them.

2. Get focused

Minimize distractions. Close emails, disconnect from social media, switch your phone to do not disturb, put your favourite focus music on and do anything else that will help you concentrate.

3. Get to work

Pick a task, set your timer for 25 minutes and get to it!

4. Take a short break

Your session complete. Take a 5-minute break. Step away to stretch your legs, clear your mind, get a refreshment.

5. Go again

Start the timer again and do another pomodoro.

6. Long break

After you have done 4 pomodoro sessions and 3 short breaks it is time to reward yourself with a long break, 20 minutes is standard.

RULES & TIPS

The pomodoro technique is very simple but if you follow this rules it is guaranteed to be effective!

- You cannot pause a pomodoro.
- If you do, it is void.
- If a task takes more than 6 sessions, break it into smaller tasks.
- If you have a bunch of smaller tasks, combine them to make one pomodoro.
- Mark an apostrophe (‘) on your planning notes for every interal (self-made) interruption. This will allow you to monitor your focus and help you improve it.
- Mark a dash (-) on your planning notes for any external interruptions (phone call, email, colleague questions). Work on your strategies to deal with these, like asking the person to come back and returning calls and emails when it is convenient for you.
- Your next pomodoro will be better. With practice you improve. Who knew?!

POMODORO
DAILY PLANNER

DATE _____

PRODUCTIVITY RATING

Pomodoros complete / Total estimate

TODAY'S PRIORITY

What must you complete to feel a sense of accomplishment?

1. _____ ○ ○○○○○○○

Estimate Pomodoro sessions completed

ADDITIONAL TASKS

List your remaining tasks in order of priority.

2. _____ ○ ○○○○○○○
3. _____ ○ ○○○○○○○
4. _____ ○ ○○○○○○○
5. _____ ○ ○○○○○○○
6. _____ ○ ○○○○○○○
7. _____ ○ ○○○○○○○
8. _____ ○ ○○○○○○○

NOTES

_____

_____

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_____

BREAK IDEAS/TASKS

_____

_____

_____

_____

_____

PRODUCTIVITY REVIEW

What will you improve tomorrow?

_____

For more pomodoro goodness, visit www.focusboosterapp.com

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DAILY PLANNER

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3. _____ ○ ○○○○○○○
4. _____ ○ ○○○○○○○
5. _____ ○ ○○○○○○○
6. _____ ○ ○○○○○○○
7. _____ ○ ○○○○○○○
8. _____ ○ ○○○○○○○

NOTES

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BREAK IDEAS/TASKS

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PRODUCTIVITY REVIEW

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CHECKLIST

GOOD VIBES AHEAD

DATE _____

To stay motivated, you need to see some progress. So, break your main goal down into a list of smaller tasks so you can take smaller steps to see progress and check them off every day you do them. Good luck!

GOAL

My goal this week is _____

TASKS

	M	T	W	T	F	S	S
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○
_____	○	○	○	○	○	○	○

WEEKLY REVIEW

How did you go this week? What will you improve next week?

_____

_____

_____

_____

DAILY PRODUCTIVITY METRICS

So you can keep track of how each productivity method is working for you throughout the week, we have created a quick rating system to measure your progress at the end of each day. Use it like this;

1. Read the statement.
2. Check the circle above the statement that best corresponds to your progress.
3. Rate your overall mood by circling the face that best matches your feels.

MONDAY

	NOT VERY		SOMEWHAT		VERY
I feel satisfied with my day.	◯	◯	◯	◯	◯
I felt motivated.	◯	◯	◯	◯	◯
I was productive.	◯	◯	◯	◯	◯
I managed distractions well.	◯	◯	◯	◯	◯
I feel balanced.	◯	◯	◯	◯	◯
I made progress.	◯	◯	◯	◯	◯

RATE YOUR MOOD

TUESDAY

	NOT VERY		SOMEWHAT		VERY
I feel satisfied with my day.	◯	◯	◯	◯	◯
I felt motivated.	◯	◯	◯	◯	◯
I was productive.	◯	◯	◯	◯	◯
I managed distractions well.	◯	◯	◯	◯	◯
I feel balanced.	◯	◯	◯	◯	◯
I made progress.	◯	◯	◯	◯	◯

RATE YOUR MOOD

WEDNESDAY

	NOT VERY		SOMEWHAT		VERY
I feel satisfied with my day.	◯	◯	◯	◯	◯
I felt motivated.	◯	◯	◯	◯	◯
I was productive.	◯	◯	◯	◯	◯
I managed distractions well.	◯	◯	◯	◯	◯
I feel balanced.	◯	◯	◯	◯	◯
I made progress.	◯	◯	◯	◯	◯

RATE YOUR MOOD

THURSDAY

	NOT VERY		SOMEWHAT		VERY
I feel satisfied with my day.	◯	◯	◯	◯	◯
I felt motivated.	◯	◯	◯	◯	◯
I was productive.	◯	◯	◯	◯	◯
I managed distractions well.	◯	◯	◯	◯	◯
I feel balanced.	◯	◯	◯	◯	◯
I made progress.	◯	◯	◯	◯	◯

RATE YOUR MOOD

FRIDAY

	NOT VERY		SOMEWHAT		VERY
I feel satisfied with my day.	◯	◯	◯	◯	◯
I felt motivated.	◯	◯	◯	◯	◯
I was productive.	◯	◯	◯	◯	◯
I managed distractions well.	◯	◯	◯	◯	◯
I feel balanced.	◯	◯	◯	◯	◯
I made progress.	◯	◯	◯	◯	◯

RATE YOUR MOOD